

In case of imposition of alert level system due to COVID-19, the bidders shall adhere to the applicable minimum health and safety protocols pursuant to relevant guidelines issued for that purpose. Prior to the submission and opening of bids, the bidders, when necessary, shall be required to present a negative RT-PCR or antigen test, or Vaccination Card before entering the premises of DepEd.

Opening of eligibility documents shall be on **June 23, 2022, 10:00 A.M.** at **BHROD Conference Room, Room 406, Fourth Floor, Mabini Building, DepEd Complex, Meralco Ave., Pasig City.** Eligibility documents will be opened in the presence of the bidders' representatives who choose to attend. Only two (2) authorized representatives per bidder shall be allowed to attend the opening of eligibility documents and must present an authorization letter approved by the duly authorized officer of the company or the bidder being represented.

For the purpose of constituting a quorum, both the physical and virtual presence of the BAC members shall be considered pursuant to GPPB Resolution No. 09-2020.

3. Interested bidders may obtain further information from **DepEd Procurement Management Service** at Telephone Nos. **8636-6542 or 8633-9343** and inspect the Bidding Documents at the address given below during office hours.
4. For those who are interested to purchase the Bidding Documents, two (2) options are made available, to wit:
 - a. A complete set of Bidding Documents may be acquired by interested Bidders during office hours (8:00 A.M. to 5:00 P.M.) starting **June 14, 2022** until the deadline of submission of eligibility documents from the DepEd Procurement Management Service, Room M-511, 5th Floor, Mabini Building, DepEd Central Office Complex, Meralco Avenue, Pasig City, upon accomplishing a bidder's information sheet.
 - b. Interested Bidders may signify their intent to acquire the Bidding Documents through email at **depedcentral.bacsecretariat@deped.gov.ph** by accomplishing a bidder's information sheet (**Annex A**). Upon receipt of the bidder's information sheet, the BAC Secretariat Division will send through email the details of the DECS OSEC Trust Fund Account for payment. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids. Upon receipt of proof of payment, the BAC Secretariat will send the electronic copy of the Bidding Documents.

Payment of a nonrefundable fee for the Bidding Documents to the DepEd Cashier may be done upon the issuance of the Notice of Eligibility and Shortlisting. Payment in checks should be made payable to DECS OSEC Trust. For online purchase, details of the DECS OSEC Trust Fund Account will be provided to the bidder upon request. Upon payment, bidders may send through email the proof of payment before the deadline for submission of bids.

Amount of Bidding Documents shall be **Philippine Pesos Seventy-Five Thousand and 00/100 (Php75,000.00).**



It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of **five (5)** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are as follows:

I.	Track Record/Experience of the Firm	-	40 points
II.	Qualification of Personnel of the Firm	-	40 points
III.	Current Workload	-	20 points

The firm must garner a minimum rating of **seventy (70) points** to be shortlisted.

6. DepEd will hold a pre-eligibility meeting for this Project on **June 17, 2022, 10:00 A.M.** through videoconferencing using the MS Teams, which shall be open to prospective bidders.

Prospective Bidders who intend to participate are required to communicate with the BAC Secretariat through email at depedcentral.bacsecretariat@deped.gov.ph their confirmation and accomplish the Online Pre-Eligibility Meeting Form provided **(Annex B)** on or before **June 16, 2022, 12:00 NN**. Upon receipt of this form, the BAC Secretariat Division will send the link of the meeting.

7. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

8. The Procuring Entity shall evaluate bids using the **Quality Cost - Based Evaluation (QCBE)** (Technical: 85% and Financial: 15%) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
9. The contract shall be completed within **three hundred sixty (360)** calendar days upon receipt of **Notice to Proceed (NTP) at DepEd Central Office, Meralco Avenue, Pasig City**.
10. The **DepEd** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with



Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

Christa O. Nicolas

Senior Technical Assistant II

BAC Secretariat Division

Rm. M-511, 5th Floor, Mabini Bldg.

DepEd Central Office Complex

Meralco Avenue, Pasig City

Telephone Nos. 8636-6542 or 8633-9343

Email address: depedcentral.bacsecretariat@deped.gov.ph



ALAIN DEL B. PASCUA
Undersecretary and Chairperson

